

## **PRESIDENT/CEO JOB DESCRIPTION FOR THE BETTER BUSINESS BUREAU OF GREATER HAMPTON ROADS, INC.**

**POSITION TITLE:** President/CEO

**REPORTS TO:** Chairman of the Board, Executive Committee, and Board of Directors

**DUTIES AND RESPONSIBILITIES:** The President/CEO establishes administrative policies and procedures for BBB operations and activities in a matter consistent with local By-Laws and IABBB Operating Standards. The President/CEO also serves as an ex-officio member of the Executive Committee and makes recommendations to the Executive Committee and the Board of Directors in accordance with the policies and procedures consistent with the above. Duties and responsibilities of the President/CEO include, but are not limited to those listed below:

**Administrative:** The President/CEO is responsible for overseeing all aspects of the Better Business Bureau with special emphasis on advising the Executive Committee and Board of Directors regarding local and national BBB policies and programs, BBB financial management, accreditation sales and retention data, and BBB events. The President/CEO oversees completion of BBB annual evaluation and required reports, strategic planning, statistics, fiscal management, building management, and overall management of Better Business Bureau employees.

**Fiscal:** The President/CEO maintains budget functions, including annual final creation and presentation to the Board of Directors, and financial management thereof, regularly analyzes and interprets fiscal data, provides financial reports to BBB Senior Management monthly and to the Executive Committee and Board of Directors at each meeting, assures presentation of the required financial audit and/or review to the Executive Committee/Board of Directors, directs the custody and disbursement of all Better Business Bureau funds, maintains the organization's insurance policies, and assumes all final financial responsibilities.

**Communications:** Serves as the principal BBB spokesperson to further the mission and enhance the image of the Better Business Bureau. This includes maintaining relationships and/or attending meetings with entities including the media, organizations, businesses, government agencies, other BBB's and IABBB.